Sakura Matsuri Assistant

This internship position is offered during the Winter-Spring, Summer, and Fall Semesters; however, applicants applying for an internship during the Winter-Spring semester must be available from the beginning of January until one week after the Sakura Matsuri and Japan Bowl events are finished.

Start of employment with JASW:
- Updates all information in files and database from previous festival year (applications for participants, contracts, festival guidelines, volunteer sign-up, etc.)
- Learns the logistics of the festival through photos/videos/past festival assistant documents/emails
- Identifies the goals for the upcoming Sakura Matsuri with the Festival Director and Festival Manager
- Gets to know all of the Chairs and Sub-chairs
- Prepares a checklist and a timeline with the Festival Director and Festival Manager to create an order of importance in preparation for the day-of

In charge of the main database for all festival participants (vendors, performers, exhibitors)
- Makes sure that all applications and information (phone numbers, addresses, etc.) are entered into the database and listed as the current year
- Prepares a weekly update for each of the area Chairs under the guidance of the Festival Manager
- Responds to email and phone inquiries from participants, or forward inquiries to Chairs

Assist the Festival Director & Festival Manager in preparing the Festival Map
- (Locations of tents, map codes, metro stops in festival area, street names are all important)

Assist Festival Director and Festival Manager in creating the Festival Program
- Prepare the contact lists of Vendors, Participants, Contract Workers, and Chairs/Sub-chairs for the day-of

One the day-of:
- Maintains team-focus throughout the festival and lead and support Chairs and Sub-chairs in maintaining a pleasant working environment.
- Should be well-prepared to aid any festival area when needed
- Takes care of Sponsors by directing the team of “Sponsor volunteers” and addressing any issues personally and professionally (contact Festival Director or Festival Manager when needed)
- Be available on the walkie-talkie for any inquiries from Logistics/Chairs/Sub-chairs
- Understands all emergency procedures and where to direct emergencies
- Understands the drop points for all rented and JASW equipment in set-up and breakdown
- Represents JASW in a positive way!

Hand in feedback on the Assistant Director position after the festival is over

After the festival:
- Sends out and reviews all other evaluation reports and festival reports from Chairs, Sub-chairs, Sponsors, Participants, and record them
- Processes and Review all Festival Surveys taken during and after the festival
- Assists with inventory and storage of supplies after the event
- Assists in updating festival application forms